

Pre Certificate of Occupancy Checklist

A Certificate of Occupancy permit will be initiated when all items associated with the issued improvement plans are completed and all other department(s) requirements are completed or written approval of a delay is given. When completed, and you believe the project is within compliance; the contractor must sign and hand this checklist to the assigned Building Inspector.

This project's Engineering Project Manager is _____, Phone #, 779-7632 ext. _____. Your Engineering Project Manager will assist you with grading and public improvements issues related to obtaining a Certificate of Occupancy.

I hereby certify that all issued on-site & off-site (if required) improvement plans are completed and request the starting of the Certificate of Occupancy permit.

Contractor or Representative

Date: _____

Below are some items that are **frequently not completed**:

Storm water;

- o Final Grading Certification completed and accepted by the City.
- o Stabilization of disturbed areas.

Industrial Waste;

- o Water meter installed per COF standards.
- o Backflow prevention assembly to have at least one union within 12" of the assembly and a wye-strainer on the upstream side of the assembly. This includes fire sprinkler backflows.
- o All backflow assemblies need to be inspected by Industrial Waste Division prior to testing.
- o All plumbing should be installed to interceptors. All interceptors to be dye tested prior to issuance of C of O.
- o Water meter boxes improperly set, not set at all.

Utilities;

- o Water meters not set or are set improperly.

Planning;

- o Outside lighting fixtures proper type
- o Landscaping completed per approved plans
- o Parking lot striped
- o Signage completed

Fire Department;

- o Fire sprinkler and alarm systems tested and approved.

Engineering;

- o All public improvements approved per Off-site inspector.